

**2. DEFINITIONS**

**a. CHIEFS OF MAJOR COMPONENTS**

The Deputy Director (Plans), (Intelligence), and (Support) shall hereinafter be referred to as the Chiefs of Major Components.

**b. OPERATING OFFICIALS**

Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans), Assistant Directors under the jurisdiction of the Deputy Director (Intelligence), Assistant Directors and Chiefs of Administrative Offices under the jurisdiction of the Deputy Director (Support) shall hereinafter be referred to as Operating Officials.

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LIMITATIONS ON OUTSIDE ACTIVITIES

Rescissions: (1) CIA Regulation No.   
(2) CIA Regulation No.   
(3)

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1. GENERAL

- a. The security of CIA is dependant upon the conduct and activities of every individual who through his employment relationship to the Agency has access to classified information. In order to ensure that the security of CIA activities is adequately protected it is necessary to prescribe certain standards and procedures for the guidance of individuals in the conduct of their private affairs, and to place some limitations on their participation in unofficial outside activities.
- b. This regulation prescribes policies and procedures governing the request and granting of approval for unofficial outside activities of staff employees, temporary employees, and personnel detailed by another Government agency or department to duty with CIA, hereinafter referred to as personnel.

2. DEFINITIONS

a. CHIEFS OF MAJOR COMPONENTS

The Deputy Director (Plans) (Intelligence), and (Support); the Assistant Director for Communications; the Assistant Director for Personnel; and the Director of Training shall hereinafter be referred to as the Chiefs of Major Components.

b. OPERATING OFFICIALS

Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans), Assistant Directors under the jurisdiction of the Deputy Director (Intelligence), Chiefs of Administrative Offices under the jurisdiction of the Deputy Director (Support), the

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~~Assistant Director for Personnel, the Assistant Director for Communications, and the Director of Training shall hereinafter be referred to as Operating Officials.~~

## 3. POLICY

- a. Private activity of Agency personnel, which is specified in this regulation or which might reasonably be construed to affect the security of the Agency, directly or indirectly, must be approved from the standpoint of security, by the Operating Official concerned and the Director of Security before such activity is undertaken by the individual.
- b. Controversial matters which may involve disclosure of affiliation, official position, or duties with CIA, or in which there is any possibility that statements made might be construed as official pronouncements of Agency policy shall be avoided.
- c. Personnel are prohibited from presenting a paper, releasing material for publication, or making a speech outside the Agency, the subject of which pertains to intelligence, either factual or fictional, or related to programs and functions of this Agency or other intelligence agencies, except with prior authorization of the Chief of Major Component having jurisdiction over the individual. In order to assist these officials in granting approvals and to ensure against inadvertent disclosures affecting other components of the Agency, proposed speeches and publications will be referred by the Chief of the Major Component to the Director of Security for comment and recommendation prior to final approval. If the Director of Security makes an adverse recommendation, the request may only be approved by the Director or Deputy Director of Central Intelligence. Official speeches, approved by the Chief or Chiefs of Major Components concerned, for delivery at Department of Defense schools and colleges, or other similar institutions connected with Government agencies or departments, shall be referred to the Director of Security for a determination that the subject matter does not inadvertently disclose matters within the jurisdiction of other Agency components. The Director of Security shall make a determination that the audience, to which the official speech is to be delivered, has an acceptable security clearance for access to the defense classification assigned to the subject matter.
- d. Consultants and contractors who are employed or associated with the Agency in a personal service capacity will be advised by contracting officials that they are prohibited from presenting a paper, writing for publication, or making a speech, the subject of which pertains to intelligence, either factual or fictional, if such subject is related to programs and functions of the Agency or other intelligence agencies except with prior authorization of the Director of Security. This prohibition will be incorporated by reference in the contract negotiated with all consultants and contractors.

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- e. Speeches or publications which do not relate to intelligence matters must be approved from a security standpoint by the Director of Security or, as appropriate,  prior to release or delivery by the individual concerned.
- f. Personnel who are planning private unofficial foreign travel shall obtain prior approval, through established administrative channels, of the Operating Official concerned, and final approval by the Director of Security. Foreign travel for the purpose of this regulation is all unofficial travel outside the continental limits of United States, including that supplementary to official foreign travel.
- g. Personnel anticipating or planning to join a club or organization shall request clearance from the Director of Security in those cases where the objective, general membership, and activities of the club or organization are not known to be devoid of security implications.
- h. Personnel performing jury duty or participating in a court action shall notify the Director of Security as far in advance of the activity as possible.
- i. Several examples of the types of private activity which require prior approval of the Director of Security and the Operating Official concerned, are set forth below:
- (1) Participating as an instructor or student in "unofficial courses" of instruction. Unofficial courses as used in this regulation include all courses in non-CIA facilities.
  - (2) Attending conventions.
  - (3) Sponsoring, in a private unofficial capacity, the entry of aliens into this country.
  - (4) Filling out applications or questionnaires which would require information concerning the activities, organization, or personnel of the Agency.
  - (5) Engaging in part-time employment.
  - (6) Entering contests where publicity may ensue.
  - (7) Social relations, other than casual, with representatives of foreign governments.

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#### 4. REQUESTS FOR APPROVAL OF PUBLICATIONS AND SPEECHES

##### a. SUBJECT MATTER RELATING TO INTELLIGENCE

(1) Personnel who are preparing material for publication or for a speech outside of CIA, the subject of which is intelligence or related to intelligence, either factual or fictional, will request in writing approval of the Chief of the Major Component having jurisdiction over the individual. Such requests will be submitted through established administrative channels and will include as an attachment one legible copy of the actual text of the proposed speech or material for publication.

(a) Requests for approval will normally be prepared in an original and one copy. Additional copies will be prepared if copies are required for the files of the initiating component.

(b) If more than one person is involved in the same request, an additional copy will be submitted for each person so named.

(2) The Chief of the Major Component concerned will review the request and the material submitted in relation to the potential disclosure of classified information, and prior to final approval will forward the original and one copy of the request to the Director of Security for his approval or recommendation with regard to security factors involved.

##### b. SUBJECT MATTERS NOT RELATED TO INTELLIGENCE

(1) Requests for approval of publications or speeches which do not relate to intelligence, either factual or fictional, will be submitted for approval and authorization to the Director of Security through established administrative channels.

(2) Requests for approval will normally be prepared in an original and one copy. Where more than one person is involved in the same request, an additional copy shall be prepared for each person so named. These copies are in addition to those required for the files of the initiating component. One legible copy of the speech or publication will be forwarded as an attachment.

##### c. IMPROMPTU SPEECHES

The foregoing provisions do not apply to an impromptu speech arising from a request which would be embarrassing to refuse. Under such circumstances,

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the employee will make every possible effort to avoid an introduction which acknowledges his affiliation with the Agency and he will not discuss the subject of intelligence or national policy matters.

5. PRIVATE UNOFFICIAL FOREIGN TRAVEL

a. REQUESTS FOR TRAVEL

- (1) Personnel who are planning to undertake private unofficial foreign travel (including unofficial travel incidental to official travel, see paragraph 3f above) shall obtain prior approval of the Director of Security through established administrative channels. The Director of Security will disapprove such requests when it is determined that the proposed travel is in conflict with the best interests of the Agency.
- (2) Requests for private unofficial foreign travel will be prepared in an original and two copies. These copies are in addition to those required for the files of the initiating component. A separate memorandum shall be prepared for each person requesting travel. The request shall contain the mode of travel, complete itinerary, and approximate dates of arrivals and departures. A list of addresses where the employee can be reached during travel will be filed with the administrative officer or other official charged with the responsibility for personnel matters within the component concerned.
- (3) When authorization for private unofficial foreign travel is granted, the Director of Security will notify the employee to report to the Security Office of the Agency for a security briefing, not more than ten (10) days prior to departure.

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b. PASSPORTS AND VISAS

- (1) For the purpose of obtaining passports, overt personnel may identify themselves to the Department of State as CIA employees, giving as occupation such titles as "Administrator", "Executive", "Analyst", "Lawyer", "Stenographer", "Clerk", and the like. He may also provide his home address. The official address of the Agency may be given only as "2430 E Street NW., Washington, D. C." The purpose of the trip will be identified as "personal business" or "pleasure." In no instance of private unofficial foreign travel will a Diplomatic or Special passport be requested. Prior to contacting a foreign embassy for visas, personnel will report to the Security Office of the Agency for guidance and instruction.

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- 25X1A6A (2) Heads of ☐ installations shall be responsible for furnishing to their personnel who are planning private unofficial foreign travel, security advice consistent with the policies contained in paragraph b(1) immediately above.

c. IDENTIFICATION AND CONDUCT

- 25X1A6A (1) Prior to departure, personnel will surrender to the Security Officer of their area or other individual so designated all building passes, credentials, or other CIA identification, and will remove from their person and luggage all papers, documents, publications, or any other thing which might identify them with ☐
- (2) Deviations from the scope of the approved travel are prohibited. In this connection instructions regarding unforeseen changes in itinerary will be covered in the security briefing of the employee.
- (3) During private unofficial foreign travel personnel will refrain from any discussion or disclosure of CIA duties, and any discussion which might disclose any connection with the Agency.
- 25X1A6A (4) Personnel engaged in private unofficial foreign travel are responsible for the protection of the security of CIA and must use extreme care to avoid the creation of any risk, however inadvertent, to the security of CIA operations and personnel stationed overseas. Toward this end, prearranged social and unofficial contacts by headquarters ☐ personnel with CIA personnel located in foreign areas are prohibited. Where such contacts are deemed to be officially necessary, prior permission shall be obtained from the Chief of the Area Division concerned.
- (5) Travelers shall exercise extreme care to ensure that accidental contacts or meetings with Agency personnel in foreign areas are kept as casual as possible. Travelers shall receive guidance in this regard in their security briefing prior to departure.
- (6) Personnel engaged in private unofficial foreign travel are prohibited from participating in any activity which creates or is likely to create the appearance of intelligence endeavors such as seeking, developing, or collecting significant information by photograph, conversation, or interrogation. Photography of places of intelligence interest such as coastal installations, defense activities, factories, docks, naval vessels, and other similar

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objects or installations shall be avoided. Extensive questions or more than casual interest in economics, politics, or persons of national importance shall also be avoided. The interests of CIA will be best served if all personnel on leave or private unofficial foreign travel have no operational interest or responsibility. The foregoing prohibitions do not preclude normal conversation with residents of foreign countries and traveling companions.

#### d. MEDICAL CARE IN FOREIGN COUNTRIES

- (1) In the event medical care is required while traveling unofficially in a foreign country, the traveler will contact the local representative of the Department of State for the name of an approved physician.
- (2) In an emergency, and where no representative of the Department of State is available, personnel may visit a local physician, but, if at all possible, should be accompanied by a traveling companion, a member of the family, or a trusted friend, especially during active treatment.

#### e. RETURN TO DUTY

Immediately upon return to duty from private unofficial foreign travel, the employee will report, with his passport, to the Security Office of the Agency for a debriefing. [ ]

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#### 6. OTHER ACTIVITIES

##### a. GENERAL

Unless specifically prohibited by their supervisors from publicly associating themselves with CIA for security or other reasons, personnel may quote from the following description of the Central Intelligence Agency when it is deemed necessary: "The Central Intelligence Agency is an independent Government agency established under the National Security Council. It coordinates the foreign intelligence activities of the several departments and agencies of the Government in the interests of national security and advises the National Security Council in matters concerning such intelligence activities as relate to national security."

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Amplification of this statement to unauthorized persons is prohibited.

b. CREDIT REFERENCE

Personnel who are not constrained, by reasons of cover, from identifying themselves with the Agency may use the following as a credit reference when required:

OFFICE OF PERSONNEL  
CENTRAL INTELLIGENCE AGENCY  
2430 E Street NW...  
Washington 25, D.C.

Personnel are limited to the above information and will not disclose the names of supervisors, other CIA employees, organizational units, or any other similar identification for credit references. In some areas and by reason of the nature of the duties performed, the use of CIA for credit references or other purposes may be prohibited by the Operating Official concerned. When reference to the Agency is prohibited, the Operating Official shall advise the individual in writing as to what reference may be used.

c. COURSES OF INSTRUCTION

- (1) Except as provided in paragraph (2) immediately below, personnel desiring to enroll in a course of instruction which is unofficial and not a part of their assigned duties with CIA, will submit a written request for approval to the Director of Security through established administrative channels. The request shall be prepared in an original and three <sup>copies</sup> (in addition to the copies required to be retained in the files of the initiating component) and shall contain the subjects to be studied, address and name of school, the full name or names of the instructors or private tutors, and dates and hours of instruction. A separate memorandum shall be prepared for each person requesting clearance to attend a course of instruction.
- (2) A request to enroll in a course of unofficial instruction which has no security implications may be approved or disapproved by the appropriate Operating Official. An information copy of the request indicating approval or disapproval shall be furnished the Director of Security.

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## d. LOYALTY OR SECURITY BOARD HEARINGS

Personnel who have been requested to appear as a witness or submit affidavits in connection with loyalty, security board, or other hearings held under the auspices of other Government departments or agencies will obtain the concurrence of the Director of Security prior to releasing an affidavit or agreeing to appear as a witness. The Director of Security or his designee will review the affidavit and consider the proposed testimony from the standpoint of protecting sources and methods of this Agency.

## e. COURT PROCEEDINGS - AFFIDAVITS - APPEARING AS WITNESS - ARRESTS

Personnel who become engaged in court proceedings involving jury duty, arrests, appearance as a witness, or the execution of affidavits, or any other external affair of a personal nature in which CIA may be affected, either directly or indirectly, shall immediately report all pertinent information and circumstances to the Director of Security through established administrative channels, in order that suitable security measures can be taken. If the individual involved is in an overt status and is required by police or court officials to give his name and place of employment, he should state that he is employed by the U. S. Government or the Federal Government. If this information does not satisfy the police or court officials, he may reveal that he is employed by CIA giving the address as 2430 E Street, NW., Washington, D.C. If required, the title of the position held in the Agency may be given in general terms such as "Stenographer", "Clerk", "Analyst", "Lawyer", "Administrator", or other such general term. In the event the police or court official requires the name of a supervisor, the name of the Assistant Director for Personnel may be given. Classified information regarding duties and assignments in the Agency may only be given with the express permission of the Director of Central Intelligence.

## f. PART-TIME EMPLOYMENT

"Part-time employment" is defined as work or services performed by personnel outside Agency working hours, with or without compensation, for an activity, organization, firm, or individual associated or not associated with the Agency.

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- (1) Requests for permission to engage in part-time employment will be submitted in an original and three copies to the Director of Security through administrative channels. The request will bear an endorsement by the employee's supervisor to the effect that the part-time employment will not adversely affect the employee's working efficiency in the Agency. Each request will include the name of the prospective employer, employer's address, type of work, salary, dates, and hours of work.
- (2) Upon approval by the Director of Security, an information copy of the approved request will be forwarded to the Office of Personnel.
- (3) Requests for part-time employment which clearly reveal no security implications may be approved by the Operating Official. Upon approval, an information copy of the approved request will be forwarded to the Director of Security and the Office of Personnel.

#### g. SPONSORING ENTRY OF ALIENS

Personnel of the Agency who, in an unofficial private capacity, desire to sponsor the entry of an alien into the United States shall report this intent in writing to the Director of Security, through established administrative channels of the area concerned, and the Assistant Director for Personnel prior to initiating any official action. The memorandum shall contain the full name of the alien, place and date of birth, present residence, relationship to sponsor, and duration of acquaintanceship. If considerations permit approval of the sponsorship, the Director of Security will advise the Assistant Director for Personnel of the conditions under which a statement of sponsorship may be furnished the Department of State. The Assistant Director for Personnel will prepare and submit to the Department of State the appropriate statement of sponsorship on CIA letterhead and furnish a copy to the Security Office of the Agency for retention.

#### h. MISCELLANEOUS ACTIVITIES

Personnel who wish to attend conventions, fill out applications or questionnaires, or enter contests which might result in disclosure of their connection with the Agency, or to accept social invitations from representatives of foreign governments, shall submit a written request, in an original and two copies, through administrative channels to the Director of Security, as far in advance of the event as possible. Heads of  installations will provide field personnel with security guidance on such matters when the time factor prevents referral of the request to headquarters.

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1. GROUP SOCIAL ACTIVITIES

In the interest of security, group social activities of CIA personnel, such as annual picnics, parties, dances, choral groups, and athletics, will not be identified openly with CIA.

2. PERSONAL MAIL

Personnel of the Agency are not permitted to use the Agency as a mailing address for the receipt or dispatch of personal mail.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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L. K. WHITE  
Deputy Director  
(Support)

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